## POSITION DESCRIPTION

**JOB TITLE: Intern, Development & Board Relations**

**DEPARTMENT: Development & Board Relations**

**STATUS: Non-Exempt**

**REPORTS TO: SVP, Corporate Relations & Strategic Partnerships**

**EFFECTIVE DATE: February 2015**

**ABOUT ACHIEVE**

Achieve is an independent, nonpartisan, nonprofit education reform organization dedicated to working with states to raise academic standards and graduation requirements, improve assessments, and strengthen accountability. Created in 1996 by a bipartisan group of governors and business leaders, Achieve is leading the effort to make college and career readiness a priority across the country so that students graduating from high school are academically prepared for postsecondary success. When states want to collaborate on education policy or practice, they come to Achieve. At the direction of 48 states, and partnering with the National Governors Association and the Council of Chief State School Officers, Achieve helped develop the Common Core State Standards. Twenty-six states and the National Research Council asked Achieve to manage the process to write the Next Generation Science Standards. Achieve has also served as the project manager for states in the Partnership for Assessment of Readiness for College and Careers, which are developing next generation assessments. And since 2005, Achieve has worked with state teams, governors, state education officials, postsecondary leaders and business executives to improve postsecondary preparation by aligning key policies with the demands of the real world so that all students graduate from high school with the knowledge and skills they need to fully reach their promise in college, careers and life. For more information about the work of Achieve, visit [www.achieve.org](http://www.achieve.org).

**POSITION SUMMARY**

The Intern, Development & Board Relations plays an important role by providing administrative support to the Development and Board Relations unit around a range of activities designed to foster dialogue and engagement with key members of the philanthropic and business communities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The Intern’s responsibilities include, but are not limited to:

* Providing organizational and logistical support to members of the Development & Board Relations unit.
* Conducting in-depth prospect research for both fundraising and board of directors recruitment.
* Assisting in developing memos, backgrounders, formal letters, and correspondence to support Achieve’s on-going board of directors recruitment and engagement efforts.
* Assisting in compiling briefing materials for key units and senior leadership.
* Exploring grant opportunities and assist with preparation of grant proposals and reports
* Working with the SVP to help research and design a corporate advisory council and to support on-going meetings of Achieve’s current ad-hoc corporate advisory group.
* Maintaining foundation, corporation and third-party advocate files.
* Continually update and correct database records.
* Assisting in drafting grant correspondence.
* Data entry and other duties as assigned.

WORKING RELATIONSHIPS

Internal: Achieve Development, Business Engagement, and Communications and Outreach staff

External: N/A

SUPERVISORY RESPONSIBILITIES

None

MINIMUM REQUIREMENTS

Bachelor’s degree required. Preferred candidate is working towards his/her Master’s degree in public/education policy or business administration.

* Proficiency in Microsoft Word, Excel and PowerPoint Database management experience.
* Strong writing, editing and proofreading skills. Ability to easily change writing styles to fit the audience and voice of the piece.
* Demonstrated knowledge of business correspondence, marketing materials and reports.
* Ability to quickly and effectively gather information by means of interviews, web or database research, etc.
* Ability to organize information for effective presentation in publications, web sites, and other media.
* Highly organized with strong attention to detail and high degree of flexibility.
* Ability to present information concisely and effectively.
* Ability to successfully manage multiple priorities in a deadline-driven environment.
* Ability to work independently with little supervision.
* Ability to meet deadlines while maintaining good relations with colleagues.
* Demonstrated interest in education policy and practice

**FOR CONSIDERATION**

Please submit your resume and cover letter to [jobs@achieve.org](mailto:jobs@achieve.org) with the position title in the subject line.